

**Asian American Civic Association
Part-Time ESOL Teacher – Job Description**

Teaching

- Teach one 2-hour class, Tuesdays through Fridays, 8:30 – 10:30 AM, for immigrant adults. **Anticipated dates-October 4-December 23, 2016. This is for a beginning level class which is taught bilingually in Chinese (Mandarin preferred) and English.**
- Contribute to ongoing curriculum development at appropriate level.
- Survey students' expectation/goals at the beginning of each new cycle and develop appropriate curriculum.
- Administer regular, ongoing in-class assessments, including (but not limited to) a mid-term exam and final exam.
- Make teacher's/program's expectations clear to students at the beginning of each new cycle.
- Communicate classroom/student issues to Program Manager in a timely manner
- Help students understand the agency's educational pathway as well another services available to them at agency's Multi-Service Center.

Administration

- Administer/score placement tests before each new cycle(on a rotating basis among ESOL department teachers every Monday)
- Place orders for textbooks at the beginning of each new cycle.
- Keep daily student attendance records.
- Maintain up-to-date student information (dropout, completion, etc.) in agency database each month.
- Attend regular team meetings and monthly all-staff meetings.
- Prepare certificates at the end of each cycle for all students completing your class.

Qualifications

- Master's degree in education, TESOL, applied linguistics or related field strongly preferred. CELTA certification also accepted.
- Teaching or tutoring experience with immigrant adult learners required.
- **Must be native speaker of Chinese (Mandarin preferred) and be able to read and write in Chinese.**
- **MUST have authorization to work in the U.S. Please indicate this on your resume or cover letter.**

Salary range: \$20/hour (for 8 hours teaching and 4 hours prep per week, plus an additional 4 hours per MONTH for meetings and assessments—all paid time).
No benefits.

To apply, send resume and cover letter by September 20th to:

HR Department
hr@aaca-boston.org

Asian American Civic Association is an equal opportunity/affirmative action employer